

2ND INTERNATIONAL CONFERENCE ON MANAGEMENT AND ENTREPRENEURSHIP (ICOME) 2023

“A Whole new world, the challenge of change and re-envisioning the business landscape”



Faculty of Management Studies (FMS) The Open University of Sri Lanka (OUSL)



ICOME2023 – Guidelines for Presentation Slides and Video Recordings

- A pre-prepared video presentation of **10 minutes duration** should be sent to present the accepted papers at the conference.
- The pre-prepared video should be recorded along with the slides using Zoom or Microsoft PowerPoint. (Guidelines for preparation are given below).
- At the end of each recorded presentation, five (05) minutes of discussion time will be allocated. During the discussion, the presenters should keep their video cameras switched on while making the slides visible to the audience.
- Presenters are requested to upload a clear photograph, the pre-prepared video presentations, and the slides on or before **7th May 2023** using the below-mentioned Google Drive link.

<https://forms.gle/aeJhoF6YcTuKdiRw6>

(The editorial board will ensure that all authors are informed of the status of their papers submitted to ICOME 2023, before the deadline)

How to record your slides with audio using Zoom

1. Log into your Zoom account using your Zoom desktop application
2. Start a new meeting
3. Check your video feed and microphone
4. Choose a non-distracting background, preferably white color.
5. Open your presentation on the desktop. (Prepare your presentation using the template given) Please download the template using the following link:
https://docs.google.com/presentation/d/19KrRC8MS60vHPGytUfkgCe97XI9Pg7zS/edit?usp=share_link&oid=116700469271402990059&rtpof=true&sd=true
6. Switch on your Video and Microphone
7. Share your presentation using the share screen button option. You can click the slide share button and get the presentation to full screen
8. Now you should see the presentation and yourself on the screen (Check whether the video of yourself is located in the correct position as per the given template).
9. Click the “More” button and then click on the “Record” button in the Zoom application. You can select “record on to the computer”.
10. Now you can start your presentation immediately.

11. At the end of the presentation click “stop recording” or “end meeting” for all. Then your recording will be ended. If you used the “record on to the computer” option, the file will be converted and saved into your computer. (Check in the “Documents” folder; there will be a separate sub-folder as “Zoom”)
12. You can check and go through the video at the saved location.
13. Check whether the quality of the video and audio is appropriate.

Kindly refer to the following video link which will be helpful in preparing the recording of your presentation using the Zoom App. <https://www.youtube.com/watch?v=fXBQjgv7jAE>

Recording video via Microsoft PowerPoint

1. Open your presentation with Microsoft Office PowerPoint. (We recommend the version; PowerPoint 2016).
2. Use the “Record” tab or go to the “slideshow” and click on “record- from beginning”. (The new Record window has two screens: Record and Export. When you select Record, the Record screen opens by default. If you select Export on the top right of the Record screen, the Export screen will open.)
3. Switch on your camera and start recording while moving the slides accordingly. (You may use either the teleprompter view or the presenter view for better recording)
4. End the recording after the presentation and, preview it before exporting to check whether it meets the expected standard, voice balancing, and clarity.
5. After recording, you will be led through the instructions to create a shareable video file of your presentation. By default, the video will be in Full HD 1080p resolution in an mp4 format and will be saved to the same location where the presentation is stored.

Please refer to these videos for more information:

- <https://youtu.be/D8JV3w4TOVw>
- <https://www.youtube.com/watch?v=PLjFryotQ7A>

Note: Kindly ensure the text and the graphics (including tables, figures, schematic diagrams, etc..) are presented with clarity. Make sure that the recording is done with minimal noise and disturbances. This is mainly to ensure that the recorded file will be of acceptable quality when it is played during the online session.

Submission of Files

- File names should be named as follows.

For the recorded presentation - REC_PAPER ID

e.g. If your PAPER ID is 10, the file name of the recorded video file must be REC_10

Strictly limit your presentation video recording to **10 minutes**.

- For the slides - SLIDES_PAPER ID.pptx (Only ppt format can be uploaded)

e.g. If your PAPER ID is 10, the file name of the slides must be SLIDES_10.pptx

- Please upload a clear photograph.

All files: Photo, Slides, and Video must be uploaded to the Google Drive link herein;

<https://forms.gle/aeJhoF6YcTuKdiRw6>